



# The Saltire

1988-89

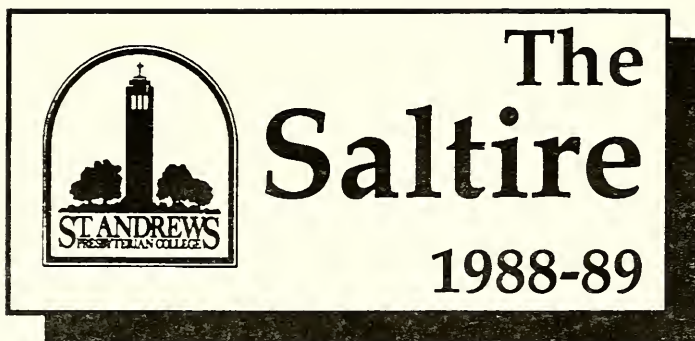


Official Handbook  
of  
St. Andrews  
Presbyterian College



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*The Saltire*



Official Handbook  
of  
**St. Andrews**  
Presbyterian College

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Laurinburg, North Carolina  
28352

# I.

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## II.

### ALMA MATER

#### HAIL, ST. ANDREWS

Hail to thee, our Alma Mater!  
Bold thy banner waving o'er us!  
Let each loyal son and daughter  
Proudly stand and raise the chorus:  
From Old Scotia's lofty lands  
To Carolina's gentle plain  
Now thy noble name St. Andrews,  
Ever glorious shall remain!

Hail, all hail to thee, St. Andrews!  
May thy courage be unbending  
Guided by His mighty hand, whose  
Loving mercy knows no ending.  
With thy saltire raised before us  
Cross of white and field of blue  
We proclaim thy faith victorious  
And thy vision ever true!

#### PREFATORY NOTE

As the official handbook for St. Andrews Presbyterian College, *The Saltire* contains valuable information pertaining to College policies and regulations, student rights and services, and out of class opportunities for individual and community growth.

*The Saltire* is intended as a helpful and essential guide to the structures and functions of the Student Association and the Student Life Office. Every member of the College community is expected to become familiar with the information contained in this handbook. If you have questions or concerns about the document's contents, please direct them to the Dean of Students, the President of the Student Association, or the Student Life Committee.



Questions concerning academic regulations should be directed to the Dean of the College, the Associate Dean for Academic Affairs, or the Faculty Executive Committee.

The following information on academic matters may be found in the current St. Andrews Presbyterian College Catalog: degree requirements, majors and minors, registrations, course descriptions, course load, academic probation and dismissal, residence requirements, withdrawal, transfer credits, summer school, correspondence study, and international programs.

YOU WILL BE GIVEN ONE (1) COPY OF THE SALTIRE AS YOU ENROLL AND A LIST OF CHANGES WILL BE PROVIDED ANNUALLY. CURRENT COPIES WILL BE AVAILABLE FOR REVIEW IN THE LIBRARY AND FOR PURCHASE IN THE BOOKSTORE.

## **A WORD OF IMPORTANCE**

All students should keep informed of policy decisions made throughout the College year by the Educational Policy Committee and the Student Life Committee. These decisions, when approved by the faculty and the President of the College, may alter, qualify or replace the regulations as stated in *The Saltire*. Material in *The Saltire* is subject to change. The College is not responsible for typographical errors, accidental omissions, et cetera.

## **STATEMENT OF THE PURPOSE OF THE COLLEGE**

St. Andrews Presbyterian College is a private four-year residential college of the arts and sciences, established by the Synod of North Carolina, committed to the liberal education of men and women, and devoted to the achievement of academic excellence. Its chief purpose is to serve students by helping each one to identify his or her potential for personal excellence and to plan

how best to grow toward it. The College seeks to enroll students with middle to upper range academic abilities and to graduate them as informed, articulate, and responsible human beings, with an enhanced capacity for continued growth toward personal excellence and an understanding that one's beliefs and actions are inseparable. The theme of all college programs is integrity.

It is our further purpose to assist students to develop disciplined and inquiring minds, capable of clear, mature thinking, in the spirit of the Christian commitment of the College. The College gladly acknowledges Christian faith as essential to its identity and provides opportunities for worship, witness, and service. It encourages all members of the community to take seriously the Christian identity of the College, and presents Christian faith as vital for our time.

St. Andrews seeks to provide an environment in which racial, ethnic, religious, physical and social diversity fosters a sensitivity to the views and the importance of others, an awareness of responsibility for one's own actions, and an understanding of the significance of physical well-being and of spiritual growth for humane living. St. Andrews intends that its educational, residential and extra-curricular programs blend effectively to enable students to acquire knowledge, to develop life-long learning and interpersonal skills, and to establish values for themselves.

The St. Andrews curriculum seeks to maintain a healthy balance between traditional and innovative approaches to learning, between disciplinary and interdisciplinary emphasis, between depth and breadth of knowledge, and between academic pursuits and personal growth. More specifically, the educational program of St. Andrews reflects our conviction that students should acquire depth of understanding in at least one field of knowledge and should be aware of the relationship of that field to other disciplines. The curriculum is designed to provide our students with knowledge and appreciation of our Western heritage and its significant achievements and an acquaintance with the distinctive elements of at least one major tradition of Africa, Asia, Eastern Europe, or Latin America.

Students should gain knowledge and understanding of the literature, theology, ethics, and beliefs of the Christian faith; become aware of the religious traditions of other cultures, and gain insights into the interdependency of religious, social, political, economic, scientific and other cultural forces. Through special programs and internships, students are encouraged to explore career options with an emphasis on living all of life with a sense of vocation. St. Andrews Presbyterian College regards service as an important part of its stewardship and it provides facilities and personal resources for the service of the region, the Church, the nation, and the world.

We believe that St. Andrews graduates should be able to practice the skills necessary for effective communication, to practice the art of thinking critically and creatively, and to engage in a variety of problem-solving activities leading to rational and responsible decisions--all to the end that they may lead meaningful, productive, and committed lives.

St. Andrews is an affirmative action institution. As such, it does not discriminate on the basis of race, sex, creed, national origin, or physical disability in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other college-administered programs.

## ***THE ULTIMATE AUTHORITY***

From the Bylaws of the Board of Trustees (Article VI, Section 1):

“Except as otherwise provided herein or in the Charter of the College, these Bylaws shall control and govern in every instance whenever a conflict arises between these By-Laws and any other document.”

## ***BYLAWS OF THE BOARD OF TRUSTEES***

### **ARTICLE V. ADMINISTRATION OF THE COLLEGE**

Section 1. **President of the College.** The President of the College shall under the Board have the direction and control of the College, its policies, its officers, its

teachers and students. He shall be ultimately responsible for the direction and management of the business of the College and shall make full reports to the Board annually or when requested to do so by the Chair of the Board or Chairs of Board Committees. He shall have the authority to appoint other administrative officers of the College, including the Dean of the College, the Dean of Students, the Business Manager, and the Vice President for External Affairs, and such other administrative officers as may have been approved by the Trustees, including Vice Presidents of the College who need not be Vice Presidents of the Corporation. All administrative officers of the College shall be directly responsible to the President. The Dean of the College shall be the chief officer in charge of the College in the absence of the President.

Section 2. **The Faculty:** All faculty members shall be responsible to the President. Subject to the approval of the Board, the Faculty shall determine requirements for admission, courses of study, conditions of graduation, the nature of the earned degrees to be conferred, regulations for the conduct of the educational work of the College, provide directly or indirectly the necessary policies for the conduct of student life and activities, and establish the basis for the assignment of honors. Nothing in this section is to be interpreted as conflicting with Article II, Section 6, entitled "President of the College", and Article V, Section 1, entitled "President of the College".

## **FACULTY BYLAWS**

### **ARTICLE IV. FACULTY RESPONSIBILITIES**

Section 1. **Faculty Responsibilities.** Subject to the approval of the Board, the Faculty shall determine

requirements for admission, courses of study, conditions of graduation, the nature of the earned degrees to be conferred, regulations for the conduct of the educational work of the College, provide directly or indirectly the necessary organization for the conduct of student life and activities, and establish the basis for the assignment of honors. (See Bylaws of the Board of Trustees, Article V. Sec. 2.)

## ARTICLE VI. COMMITTEES

Section 1. **Student Life Committee.** This committee shall oversee, coordinate, and do long-range planning for student life in non-academic matters. It shall approve any handbook for students, any student constitution or system of student government and changes therein, and the budget of the Student Association. The Committee shall charter student clubs and shall develop policies necessary for a program of student publications. The Executive Committee shall recommend four faculty members, including a Chair, a representative from Student Life Services, and six students. The Dean of Students shall serve *ex officio*.

Section 3. **Student-Faculty Judiciary.** In providing the necessary organization for the conduct of student life and activities, the Faculty shall establish directly or indirectly a judicial system representing students, faculty, and administration of St. Andrews, and prescribe its jurisdictions, with the actions of the judiciary subject to review by the President of the College. Such a judiciary shall follow the accepted principles of due process. No case decided by the judiciary shall be retried *de novo* by the College, but no decision by any judicial body may be implemented without the approval of the President of the College. A more complete statement on the judiciary, its membership, and responsibilities may appear in a student handbook or student constitution.



### **III.**

## **STUDENT LIFE OFFICE STAFF AND SUPPORT SERVICES**

### **STUDENT LIFE OFFICE**

#### **Staff**

The Student Life Office Staff and the services they provide for the College community are listed and summarized below. Staff members located in the Belk College Center are the Dean of Students, the Assistant Dean of Students Director of Residence Life, Coordinator of Student Activities, College Chaplain, Campus Security and the Office Secretary. Staff members located in the Burris Rehabilitation Center are the Director and Associate Director of Health and Rehabilitation Services, three nurses, and several attendants and aides. The Director of Career Planning and Placement is located in room 180 of the Liberal Arts Building. In addition, Residence Directors, who supervise the residence halls, are members of the Student Life Office Staff.

#### **Residential Life**

As a residential, liberal arts college, St. Andrews makes concerted efforts to promote effective student learning and development beyond the traditional academic experience and into the daily living environment. The Dean of Students administers the residence hall programs and facilities with the assistance of the Director of Residential Life. Live-in Residence Directors are conceived of as residence educators and managers who advise and counsel residents and hall councils, assist with problem solving, make appropriate referrals, coordinate programs in their respective halls of a cultural, social, academic, judicial, or recreational nature, and associate with the residential community in maintaining an academic atmosphere, the physical facilities, and respect for College policies and regulations.

## **Student Activities**

Student activities are vital as an integral part of the St. Andrews community. To appeal to all aspects of a student's campus life, there are social, recreational, cultural, spiritual and intellectual activities interwoven throughout the year. Participation may be for small groups such as a suite, or for larger groups such as a Residence Hall or Club, or for the entire community. Together with the College Union Board (CUB), the Coordinator of Student Activities serves as a central resource for coordinating, registering and supporting a wide variety of activities as sponsored by various clubs and organizations. The College Christian Union, given leadership by its Council, assists in ecumenical worship services, organizes retreats, provides opportunities for service both on and beyond campus, and helps coordinate gatherings to deal with a wide range of local, national, and international issues. All students are encouraged to assist in these crucial undertakings.

## **Farrago**

Located in the northeast corner of the campus, Farrago is the primary facility for entertainment and dances for students. The College Union Board is the managing organization for Farrago, and information concerning rules, regulations and reservations should be directed to the CUB or the Assistant Dean of Students.

## ***The Gathering Place***

It is anticipated that prior to the beginning of the 1988-89 academic year, the Gathering Place will be open in the Belk Center. It will offer light snacks, a place for relaxation and socializing, and occasional entertainment.

## **Career Planning and Placement**

The Career Planning and Placement office provides an array of services for students. The Planning and Placement goal is to assist students to understand the realities of the world of work and to realistically relate their own career interests, needs, and goals to the opportunities available.

Specific services offered are: (1) maintaining a complete placement file; (2) coordinating job placement opportunities and interviews on and off-campus; (3) cultivating student interest in and working relationships with the employment world through one-to-one and group interactions; (4) exploring job and career opportunities through classroom sessions; (5) administering personality tests and interest inventories to students; (6) providing regular workshops on career exploration; (7) training students to be effective interviewees; (8) helping students to earn internships and to win scholarships, assistantships, and fellowships for graduate schools; (9) hosting special events such as Career Day and Graduate School Day; and (10) lending professional assistance in dossier preparation.

A resource library containing current graduate school catalogues, annual reports and career information is open to all.

### **Career and Personal Counseling Center**

Located on the St. Andrews campus, but operated by the Presbyterian Synod of The Mid-Atlantic, the Career and Personal Counseling Center is known throughout the Southeast for its excellent career testing and counseling services. St. Andrews maintains a contractual agreement with the center so that its students, faculty and staff may use the services free of charge. The Center staff can help individuals deal with personal concerns, as well as educational and occupational decisions. An up-to-date resource library is maintained and contains extensive occupational/educational material. A computer-based aid to career decision making, SIGI (*System of Interactive Guidance and Information*), is available in conjunction with counseling by a member of the Center's professional staff.

Assistance is offered in such areas as:

- choice of college major
- planning one's career
- clarification of values and beliefs
- assessment of abilities
- personal adjustment/concerns
- choice of graduate school



Appointments are made on an individual or walk-in basis and are highly confidential. Information and materials concerning a student will not be released to any institution or person without written permission of the client. Appointments are made by calling 276-3162 or extension 210.

## **Health Services**

The College provides routine medical and first-aid services to students at no special charge through the Health Center, located in Burris Center. Nursing services are available 24 hours daily. Overnight care is provided when necessary for students living in the residence halls; however, long-term illnesses and other cases requiring special care are referred to the local hospital, Scotland County Memorial, located near the campus. Such care, prescriptions, laboratory tests, X-rays, and visits to private physicians are the financial responsibilities of students and their parents. Transportation to local medical facilities is available through Health Services.

## **Rehabilitation Services**

The Burris Rehabilitation Center includes Highland Residence Hall for severely disabled students. St. Andrews is a barrier free community, both in terms of attitude and architecture. A wide range of services is available including academic aides, rehabilitation nursing, attendant care, adaptive physical education, driver education, wheelchair repairs, adapted housing, and transportation by special vehicles.

## **Campus Security**

The Campus Security department is established at St. Andrews for the primary purpose of protecting the students, faculty and staff as well as securing buildings and properties from danger, theft, vandalism and intruders. The Campus Security Officers are licensed Police Officers of the State of North Carolina. The officers are responsible for maintaining order and enforcing the rules and regulations of the college and the laws of the State of North Carolina.

If a community member needs assistance they may call Campus Security at extension 408 or call 276-8767. Under ordinary circumstances, there is a Campus Security Officer or a student Security aid on duty 24 hours a day.

### **Student Life Committee of the Faculty**

This committee oversees, coordinates, and does long-range planning for Student Life in non-academic matters. It approves any handbook for students, any student constitution or system of student government and changes therein, and the budget of the Student Association. The Student Life Committee also charters student organizations and clubs and develops policies necessary for a program of student publications. The Faculty Executive Committee recommends and approves four faculty members (including a chairperson) for membership on the Committee and hears and approves recommendations of six student members from the Student Association President. Additional members include the Dean of Students, serving ex officio, and another representative from the Student Life Office.

## IV.

### ACADEMIC SUPPORT SERVICES

#### **DeTamble Library**

The library houses more than 100,000 volumes and 15,000 microforms. Students have free access to the stacks. A variety of reading and study settings are available.

The library staff is composed of: Director, Associate Librarian/Cataloguer, Instructional Services Librarian, Archives and Reference Librarian, and a Microcomputer Lab Director. These staff are available to assist all community members.

The Library hours are as follows:

Monday through Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	12:30 p.m. - 5:30 p.m.
Sunday	6:00 p.m. - 11:00 p.m.

Holiday and exam period variations will be posted on the library door. There is a book deposit slot near the lakeside entrance to the library which should be used for returning books only when the library is closed. Toward the end of each semester a book drop is available in the Belk Center Post Office area to encourage the return of books.

1. General Library Rules: (A) Current valid ID is required of each individual to check out books. (B) Reference books and other circulating materials will be reshelfed daily. Books left on tables and carrels but identified as "in use" will be reshelfed after 3 days. (C) Fines are 20 cents per day for each overdue book (max. \$5.00 per book). At the end of each term unpaid fines are turned over to the Business Office and a \$1.00 processing fee is assessed. (D) Smoking, food or beverages are not permitted in the Library.

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2. Micro Computer Lab Rules: (A) Current valid ID is required of each individual checking out software to be used only in the Lab. (B) Help is available both on computer operations and use of the software applications.

3. Honor Code Violation: (A) Removing materials from the library without signing for them is considered an Honor Code Violation and will be reported to the Attorney General for action. (B) It is also an Honor Code Violation to copy protected software.

4. Interlibrary Loan: Books may be requested from other libraries for a \$1.00 service charge for each title. Payment is due upon receipt of the book. Photo copies of periodicals may be ordered from other libraries and the charge is levied by the lending library; payment is required upon receipt of order.

5. Lost Books: Any books 25 or more days overdue will be declared lost and the student's account billed through the Business Office for the cost of the book (\$17.50 minimum) plus a \$5.00 non-refundable processing fee. If the book is returned, the student's account will be credited for the cost of the book. Once the student's account is billed, the library will not accept any money for payment or will not refund money.

6. Photocopy Services: Photocopies are available for 5 cents per copy; microfilm copies are 10 cents per copy. Change is available at the circulation desk.

7. Reserve Books: Ask for reserve books at the circulation desk. Some reserve books may be checked out for overnight use one-half hour before the library closes and are due back when the library opens the next day. Fines for overdue reserve books are 50 cents per hour, up to a maximum of \$5.00 each.

8. The DeTamble Library Information Sheet: This contains additional information about the use of the DeTamble Library. The Library also has aids for researching a variety of subjects.

### **Computer Center**

Located in the Liberal Arts Building, Computer Services main-

tains a Digital Equipment Corporation (DEC) PDP 11/44 mini-computer with two terminal rooms for student and faculty use. All St. Andrews students are allowed access to the computer systems (within established guidelines). Other than times reserved by the faculty for classroom instruction, the two terminal rooms are generally available for use by anyone during open hours. Weekday hours are 8:30 a.m. to 5:00 p.m. year round (except for holidays and other special days). Evening and weekend hours are determined at the beginning of each regular term and are posted for everyone to see.

To obtain a computer account for use outside regularly scheduled classes you need to stop by the Computer Services office, located in room 174 of the Liberal Arts Building.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 is a federal law which states (a) that a written institution policy must be established and (b) that a statement of adopted procedure covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Student files in the Registrar's Office normally contain the following items:

1. Personal information forms;
2. Transcripts of academic records;
3. Copies of grade reports;
4. Copies of SAT, etc., scores;
5. Copies of letters sent to students (and/or students' parents) from various administrative officials of the college.

It is unusual for any item to be in a student's file that has not been seen by the student. In some cases, confidential letters and statements of recommendation pertinent to the student's original admission to St. Andrews have been placed in student files prior to January 1, 1975. However, the Act provides that any confidential letters or statements of recommendation placed in the student files prior to January 1, 1975, may not ordinarily be

made available to the student.

Any St. Andrews student (former or present) may examine his or her academic record in the Office of the Registrar. A written, signed request for an appointment should be sent to the Registrar if a student desires to examine his or her academic record. The Registrar will respond to the request in writing and make an appointment for the student to examine his or her record within 45 days of the original request. Normally, appointments are granted within two weeks of the original request.

The Registrar's Office will not permit access to or the release of personally identifiable educational records of students other than directory information (name, address, phone number, birthdate, dates of attendance at St. Andrews, rank in college, names of parents, academic major), without the written consent of students to any party other than the following:

1. The President of the College, the Dean of the College, the Dean of Students, the Director of Admissions, and the Academic Advisor(s) of a student;
2. Parents of a dependent student;
3. In compliance with a judicial order, or pursuant to any lawfully issued subpoena;
4. Certain State and Federal Officials, as required by the Act;
5. In connection with a student's application for, or receipt of, financial aid;
6. Accrediting organizations in order to carry out their accrediting functions.

Other college officials and professors who have been determined by the Registrar to have legitimate educational interests may have access to the student's academic transcript (not the complete file).



The Registrar's Office will continue to send copies of student grade reports at the end of each term to the student's parents, if the student is a dependent of the parents. The Act provides that copies of grade reports may be sent to parents if the student is claimed as a dependent on the parents Federal Income Tax forms.

Any student who is not a dependent (for tax purposes) of his or her parents and does not want copies of grade reports sent to his or her parents should notify the Registrar's Office at once. An affidavit may be required from the student stating that he or she is not a dependent of his or her parents.

### **Financial Aid**

Located in the Liberal Arts Building, the Financial Aid Office offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assign part-time college student workshops, and to assist students in securing educational loans.

Financial aid is awarded for the period of one academic year (September-May). It is necessary to complete financial aid forms each year to be considered for financial assistance. It is important to apply as soon as possible after January 1st to ensure the best award package possible.

Students placed on academic probation also receive financial aid probation for the same semester. If still on academic probation the following semester, students are ineligible for aid for that semester.

If students drop below full-time at any time during a semester, they become ineligible for certain aid programs. A conference with the Director of Financial Aid before dropping a course is advisable.

### **Academic Probation**

To maintain satisfactory progress toward a degree, a full-time student classified as a freshman, must maintain an average of

1.70; and if classified as a junior or a senior must maintain an average of 1.90. Students must pass at least three courses (9 or more credits) during a regular term to maintain satisfactory progress. Students failing to maintain this progress in grade point average or in courses passed will be suspended, or will be placed on academic probation if allowed to continue. Students not placed on academic probation who fail to maintain a 2.0 grade point average for a regular term or a cumulative 2.0 grade point average will receive an academic warning letter.

A student on academic probation who fails to show marked improvement in academic work during the following term may be asked to withdraw from the college. A student still on academic probation after two successive regular terms on academic probation is normally ineligible to return. In any case, continuance on this status or dismissal from the college is determined on consultation with the Dean of the College and the Faculty Executive Committee.

### **Eligibility Rule for Extracurricular Activities**

"All students placed by the faculty executive committee in the category "may not continue without permission of the dean" shall not be eligible to participate in any major extracurricular activity such as collegiate sports, drama productions, offices and standing student government committees or musical organizations. In unusual circumstances where the dean has ascertained that a student's academic performance would not be adversely affected, the dean may, as part of the conditions of the student's continued enrollment at the college, allow limited participation in selected extracurricular activities.

A student who is placed on academic probataion in two consecutive regular terms and who does not get off academic probation prior to the beginning of the next regular term will be ineligible to participate in any major extracurricular activity. Students placed on academic probation because of lack of satisfactory progress may be removed from probation by the satisfactory completion of a minimum of eight credits during the succeeding summer term at St. Andrews.



Any student convicted of an honor code violation is ineligible to participate in major extracurricular activities for 12 months following the conviction."

(from the *St. Andrews Catalog Academic Regulations*)

## COLLEGE SERVICES

### Dining Room Hours

#### 1. Dining Room

Monday-Friday:	Breakfast	7:15 - 8:30 a.m.
	Continental Breakfast	8:30 - 8:45 a.m.
	Lunch	11:45 - 1:00 p.m.
	Dinner	5:00 - 6:15 p.m.
Saturday-Sunday:	Breakfast	8:30 - 9:15 a.m.
	Lunch	12:00 - 1:00 p.m.
	Dinner	5:00 - 6:00 p.m.

**Note:** *Winter Term (January) serving hours are subject to change.*

Basic rules: Students must show their St. Andrews I.D. cards at all meals. Also, under no circumstances may food or utensils be carried out of the cafeteria area. Any student removing dishes or other equipment from the cafeteria or providing food to an unauthorized guest will be reported to the Dean of Students and the Attorney General for violating the Honor Code.

#### 2. Snack Bar

In addition to regular dining hall service, the College provides a snack bar located in the Liberal Arts Building which provides a wide assortment of sandwiches, beverages, snacks, and pizza. It is open five days each week (closed Saturday, Sunday, during Winter Term and during school breaks).

Monday-Friday 8:00 a.m. - 1:00 p.m.

## **Post Office (Campus)**

All St. Andrews students are required to have post office boxes on campus in the Belk College Center or the commuter student lounge. Mailbox numbers are assigned to each student by the Student Life Office. There is no general delivery service to students' residence halls or rooms. Special Delivery letters are delivered to the campus post office. United Parcel Service is available at the physical plant office. Students residing off-campus must inform the Student Life Office of their address. Students are also requested to notify all publishers and banks when departure time from St. Andrews is near.

For maximum efficiency, students must complete a forwarding address form in the campus Post Office at the end of each academic year and after the summer session if in attendance. These forms should be filed with the campus Post Office at least one week prior to departure from the campus.

## **Book Store**

Located in the Belk College Center, the College Book Store is open to students, faculty, and staff on a regular basis. Fall and Spring term hours are 9:00 a.m. - 4:00 p.m. and Winter and Summer term hours are 9:00 a.m. - 2:00 p.m. Cash, checks, Mastercard and VISA are accepted.

**Refund Policy:** No refund is made without a receipt. Textbook refunds will be given only with a drop slip. Full refunds will be given on new, unmarked books. Refunds cannot be given on used books unless there is still a need for them as determined by the manager. Whenever possible, defective merchandise will be replaced rather than refunded.

## **Physical Education and Recreation**

The physical education program for students, including academic classes, intramurals, athletics and recreational activities, has first priority on use of the facilities. The Center and other facilities may be open to faculty, staff, and other groups during designated afternoon and evening hours. Some areas

may be used at times normally set aside for the physical education program if the program is not utilizing a particular area.

A student identification card or an activity card issued by the Physical Education Program is required for all persons using the physical education facilities.

**Schedule of Facilities** (*The P.E. Center is closed all day on Sunday.*)

**Knight Room:**

Monday through Friday	6:00 p.m. to 10:00 p.m.
Saturday	1:00 p.m. to 10:00 p.m.

**Main Gymnasium Facilities:**

Weekdays	5:00 p.m. to 10:00 p.m.
Saturday	1:00 p.m. to 10:00 p.m.

**Outdoor Facilities:**

Weekdays	Track and Golf Course 5:30 p.m. until dark Tennis Courts 5:30 p.m. to 11:00 p.m.
Saturday & Sunday	Track and Golf Course When available until 11:00 p.m. Tennis Courts When available until 11:00 p.m.

**Swimming Pool:** (*POOL CLOSED ON MONDAY.*)

Weekdays	3:00 p.m. to 5:00 p.m., 7:00 p.m. to 9:00 p.m.
Saturdays & Summer Hours	2:00 p.m. to 4:00 p.m., 7:00 p.m. to 9:00 p.m.

*\*Weekday schedule subject to change to accommodate class schedules.*

*\*Hours subject to change due to general college functions and athletic practices and contests.*

## **General Rules for Physical Education Facilities**

**ALCOHOLIC BEVERAGES ARE PROHIBITED AT ALL OUTDOOR AND INDOOR SPORTING EVENTS.**

### **Activity Areas:**

- Street shoes may not be worn in activity areas. (Use basket ball, tennis, etc.)
- Food and drinks are not permitted in activity areas.
- Smoking in the locker room and activity areas is prohibited.
- Children under age 15 are not allowed in the weight room.
- Children under age 12 must be accompanied by a parent at all times.

### **Knight Room:**

Equipped with six bowling lanes, four billiard tables, two table tennis tables, and several video games and other concessions, the Knight Room is open for your enjoyment. Please abide by the set of rules posted in the room.

### **Swimming Pool:**

- Pool use is restricted to time when an approved lifeguard is on duty
- No street clothes or shoes allowed on the pool deck area.
- Use common sense and observe good safety habits.
- No masks, snorkels, or scuba gear allowed except as approved
- As in other areas, children under twelve must be accompanied by an adult.
- Shower before entering the pool area.
- No food or drinks in the pool area or balcony.
- Persons with infected skin will not be admitted to the pool area.

### **Tennis Courts:**

- Tennis shoes or equivalent must be worn.
- Do not monopolize the courts when others are waiting.
- Lights out at 11:00 p.m.

### **Track:**

- Flat shoes must be worn when using the all-weather track.
- The track is to be used exclusively for walking or running.
- No bicycles, skates or skate boards are allowed.

## **Charges and Fees**

Nominal charges will be made for some activities and for use of the facilities by groups for functions outside the normal program. A deposit may be required for use of some items of equipment.

Students - student fees are in the tuition payment. Additional charge is made for use of certain Knight Room facilities. A reasonable fee will be charged for equipment such as weight pins, racquetballs, racquets, ping pong balls, tennis balls, etc.

Faculty and Staff - No charge will be made for the use of the facilities, except certain Knight Room facilities, to the individual faculty or staff member. Cards may be obtained at the Physical Education Office upon request. No cards will be issued to children under 15 years of age.

Memberships - (September 15 to August 31)

For persons not employed by the college:

Family memberships:	\$150.00
Individual Memberships:	\$100.00

## **Guest Privileges**

Any formal guests of the college wishing to use the physical education facilities may get an identification card from the Physical Education Office. This card will indicate the dates it can be used.

Students, faculty, and staff are allowed only out-of-town guests unless special arrangements are made through the building director. The guest must be accompanied by a host. No one under 15 years of age is allowed to bring a guest.

Persons not employed by the college and who have membership cards do not have guest privileges. However, in exceptional circumstances, special arrangements may be made with the building director.

## V.

# COLLEGE REGULATIONS

## ST. ANDREWS PRESBYTERIAN COLLEGE SEXUAL HARASSMENT POLICY AND PROCEDURES

### Preamble

The St. Andrews Presbyterian College Statement of Purpose affirms the identity of the College as an institution of the Presbyterian Church. As a consequence, the College has special obligations to foster an environment which is based upon the moral and ethical foundations of the Church. Behavior by a member of the college community which constitutes sexual harassment of another person is antithetical to the purposes of the College.

### I. Statement of Policy

"It is the policy of this institution that no member of the academic community may sexually harass another. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. Any such proposals are made under circumstances implying that one's response might affect such academic or personnel decisions as are subject to the influence of the person making such proposals; or

2. Such conduct is abusive of others and implies, in an abusive manner, a discriminatory hostility toward their personal or professional interests because of their sex.<sup>1</sup>

Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the careers of

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<sup>1</sup> This statement is the policy of the American Association of University Professors.



students, faculty, and staff. For the purposes of this policy, sexual harassment is defined as follows:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating hostile, or offensive working or academic environment."<sup>2</sup> Harassment of employees on the basis of sex is a violation of Sec. 703 of T VII of the Civil Rights Acts of 1964. Harassment of students is a violation of Section 902 of T IX of the Education Act of 1972.

Sexual harassment is especially serious when it threatens the relationship between student and teacher or the relationship between supervisor and subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or a supervisor can have a decisive influence on a student's or a staff member's success and future career at the College and beyond.

When a person is subjected to unwanted sexual attention, a situation is created that may have devastating implications for individual students and staff, and for the academic community as a whole. Through fear of reprisal, a student, staff, or faculty member may submit to unwanted sexual attention at the price of debilitating personal anguish or may withdraw from a course or position and thus be forced to change plans for a life's work.

Conversely, a teacher or supervisor may be inhibited from developing a close and professionally appropriate relationship through fear of initiating a misunderstanding as to sexual harassment. In some cases a person against whom a complaint

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<sup>2</sup> EEOC Interpretive Guidelines on Discrimination  
Because of Sex Under Title VII, 29 CFR 1603:00.

is directed may be unaware that his or her behavior is inappropriate or coercive, or one person's actions or words may be misinterpreted by another. Such misunderstandings, if not resolved, can interfere with the educational and administrative process even when the action is subject to different interpretations.

Unfounded allegations of sexual harassment also are possible. The institution does not countenance sexual harassment or unfounded charges of sexual harassment (slander). The procedures described below are designed to help the institution distinguish one from the other and to protect the rights of both the person making the complaint and the person accused.

While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same College status, i.e. student-student; faculty-faculty; staff-staff.

Thus, in both obvious and subtle ways, the very possibility of sexual harassment may be deeply destructive to individual students and staff. Academic and career relationships may be poisoned by the subtle and destructive overtones of this problem. For all these reasons, the students, staff and faculty of St. Andrews Presbyterian College believe that reaffirmation of a firm stand against sexual harassment and the establishing of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution.

## **II. Procedures**

A person wishing to make a complaint may choose to contact one of two College Grievance Officers whose identity and location shall be widely publicized. One officer shall be male and one female. The Grievance Officer will attempt to resolve the complaint informally. The emphasis at this point is upon maintaining confidences and upon settling the complaint privately to the satisfaction of all parties.

As a second step, or as an alternative, a person may take a



complaint or charge against a faculty member to the Dean of the Faculty. A person wishing to bring a complaint or charge against a student may contact the Dean of Students. A person wishing to bring a complaint or a charge against a non-faculty employee may contact the Vice President for Finance. This officer of the College shall consider complaints or charges in order to determine whether "just cause" is present to pursue job or disciplinary action and may assemble a hearing body for this purpose. If such action is warranted, existing due process mechanisms for faculty/staff/students discipline or dismissal shall be utilized.

Due process procedures for formal complaints or charges against students are described in *The Saltire*. **If a student is charged with violation of sexual harassment policy, the Dean of Students may appoint a special hearing body to adjudicate the case.** Due process procedures for formal complaints or charges against members of the faculty are described in the *Faculty Handbook*, and due process procedures for complaints or charges against non-faculty employees are in the *Staff Manual*.

## **APPENDIX I -- EEOC Guidelines on Sex Discrimination**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating hostile, or offensive working or academic environment. Harassment on the basis of sex is a violation of Sec. 703 of T VII of the Civil Rights Acts of 1964.

## **APPENDIX II -- Suggested Means of Implementation**

1. That Grievance Officers receive training for this appoint-

ment.

2. That upon appointment the Grievance officers shall consider and recommend to FEC procedures to cover such areas as confidentiality, record keeping and the security of records.

## HONOR CODE

The St. Andrews Honor Code was instituted by the students in cooperation with the faculty and attests to a belief in the integrity of the community and to the individual's responsibility for one's own behavior. Lying, cheating and stealing, whether in academic or social situations, are serious violations of community integrity and thus are the concern of all members of the community.

All members of the community - students, faculty, administration and staff personnel - bear responsibility for maintaining high standards of conduct, and all are pledged to deal with violations of the Honor Code in a responsible way. All Honor Code offenses are reported to the Attorney General of the Student Association and accused individuals are tried by the Student-Faculty Hearing Court. Upon entering St. Andrews, each freshman will sign the following pledge:

*"As a member of the honor community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews."*

## ON PLAGIARISM, PARAPHRASING AND THE USE OF QUOTATIONS

Plagiarism is an Honor Code Offense. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying.

Academic institutions are plagued by the fact that students reveal an incomplete understanding of certain very basic mat-

ters connected with the writing of critical essays and papers. This statement is made in order to clarify some of these points and to forestall claims of innocence and ignorance regarding plagiarism in its two most common forms: the use of direct quotations and paraphrasing.

*WEBSTER'S NEW COLLEGIATE DICTIONARY* defines plagiarizing in this way: "To steal, purloin, and pass off as one's own the ideas, words, etc. of another." If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks and citing their source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in their own words without citing the source in a footnote, the student is guilty of plagiarism also. The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility for giving credit for ideas from sources other than their own."

Plagiarism can be avoided by following careful procedures when paraphrasing and using quotations.

*WEBSTER'S NEW COLLEGIATE DICTIONARY* defines paraphrasing as "To say the same thing in other words. A restatement of a text, passage, or work, giving the meaning in another form..." In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary to grasp the substance of the writer's idea. Then, without referring to the source, the student should write a version of the idea. Finally, the student should check their statement against that of the original source in order to be sure that (1) the student has not unconsciously reproduced the author's words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of the paraphrase in a footnote.

Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author's position or to show that the writer's phrasing was so vivid or felicitous that the student could not improve upon it.

A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember where the ideas and information were gotten, and must clearly cite the sources relied upon. In addition, the paper must show in writing that the student can analyze, interpret, and evaluate the source materials which are encountered.

## **GRADE APPEAL PROCEDURE**

In the event that a student feels that the grade for a course is not a fair evaluation of the student's effort and performance, the student should make every attempt to resolve the difficulties by discussion with the instructor involved. If such discussions do not result in satisfactory solution to the problem, the student should seek the assistance of the appropriate program chairperson in resolving the problem.

If this fails, a grade appeal committee will be formed by the program chairperson. This committee will consist of three faculty members; one selected by the instructor involved, another by the student, and the third (who shall be chair) by agreement of the first two faculty members selected. It is expected that the committee will receive full cooperation from all parties involved. To take effect, the committee's decision must be ratified by the Dean of the College.

Any formal grade appeal action involving a committee must be initiated by the student at least two weeks prior to the date for clearing incompletes for the term in which the course was taken. The committee shall reach its decision before the date for clearing incompletes for that term. When special conditions exist, this timetable may be altered by the Faculty Executive Committee.

## **I. ALCOHOLIC BEVERAGES**

Permission to possess or consume alcoholic beverages other than within the residence hall suite is granted only by the Student Life Office. Suite parties are permitted in residence halls and must be scheduled through the Residence Hall Director. Funds appropriated by the College for student activities

will not be used to purchase alcoholic beverages (examples are Student Association funds and residence hall fees).

In accordance with the Code of Responsibility, the laws printed below are pertinent to the use of alcoholic beverages in Scotland County and at St. Andrews. It is the responsibility of each student to be familiar with all local and state laws relating to alcohol and other matters, and the information provided below is intended only as a general and cursory summary of a few important points.

*As of September 1, 1986, the purchase, possession or consumption of alcoholic beverages by persons under 21 years of age is illegal in North Carolina.*

The only valid I.D's are: (1) Motor Vehicle Registration Card; (2) Passport; (3) Military I.D.; (4) State Driver's License.

**Dramshop Liability Under Statute and Case Law:** Liability for alcohol-related injury or death is placed upon the giver or provider of the alcohol, if the person who received it is a minor or is intoxicated when served. Liability is financial, as well as legal.

**MONITORING:** A monitoring system must be devised and implemented for all parties and events where alcoholic beverages will be allowed. Only legal, valid I.D's will be acceptable and only those of legal age and not showing signs of intoxication will be permitted to consume alcohol.

**GENERAL POLICIES:** (1) No beer or other alcoholic beverages are provided at parties or other events. Where prior approval has been secured, BYOB is permitted. (2) Students are reminded of their personal responsibility to themselves and others when they purchase and consume alcoholic beverages or offer them to other people. (3) At least one security officer must be present at most campus parties or events. Arrangements are made, on a case by case basis, with the Student Life Office and final arrangements must have the approval of that office.



## II. DRUGS

All local, state, and federal laws will be observed regarding the use, possession, and sale of drugs.

The Student Life Committee of St. Andrews Presbyterian College has adopted the following policies with regard to controlled substances:

A) A felony situation is automatically handled through notification of a Campus Security Officer. The Dean of Students also will be notified. Selling or dealing is automatically handled by notification of Campus Security and the Dean of Students.

**Simple possession:**

1st time: student-faculty court, counseling\* as appropriate

2nd time: student-faculty court, counseling\*, community service

3rd time: Suspension

*\*Counseling will be determined by the counselor(s) chosen in consultation with the Attorney-General and/or the Dean of Students. If the student refuses counseling, the student will be suspended.*

B) The Student Life Committee reaffirms its commitment to an information and education program in the area of drug abuse.

C) A person turning himself/herself in as having a drug problem will receive counseling without risk of disciplinary action - as long as this does not become a cover for continued drug abuse. In any case, this remedy may only be used once.

D) As members of the College community pledged to the Honor Code, all students indicted on a felonious charge (in any but the most exceptional cases, which will be determined by the Dean of Students and the Registrar) will withdraw themselves from the college until the charge has been resolved by the civil authorities. Failure to withdraw voluntarily would lead to suspension procedures being implemented. If judged innocent of the charge, the student returns to the campus with reimbursement of rent for the period of time space was not occupied in a designated residence hall.

### **III. PROHIBITION OF WEAPONS**

The North Carolina General Assembly passed House Bill No. 499 on April 27, 1971 which "strictly prohibits the possession of any gun, rifle, pistol, bowie knife, dagger, switch-blade knife, explosive of any kind, etc.," on any college campus, public or private. Thus, any item which might reasonably be considered a weapon, functional or non-functional, is prohibited from the St. Andrews campus.

### **IV. CONVICTED FELONS**

The Student Life Committee adopted the following policy concerning the treatment of any student convicted of a felony:

*"Any student convicted of, or pleading 'guilty' or 'nolo contendere' to a felony committed while in residence at St. Andrews (this is to be interpreted as applying to any student living on or off campus) will be suspended immediately, and will not be permitted to apply for readmission to St. Andrews for one full academic term, excluding Winter and Summer terms. During that term, the student must not enter college property without prior permission from the Dean of Students. In addition, the student must seek the guidance of counseling services and a report from the counselor must be submitted to the Dean of Students."*

### **V. SELLING AND SOLICITING**

Only the College Business Manager and the Dean of Students may grant permission to sell or solicit items or services on campus. Any commitment by a student to a solicitor, whether authorized or not, is a personal commitment for which the College can assume no responsibility. Agents who do not possess written authorization should be reported to the Dean of Students immediately.

### **VI. FISHING**

Fishing in Lake Ansley Moore is restricted to St. Andrews students, employees, and their immediate family members

except in the area along Dogwood Mile at the bridge. Boats are not allowed in the lake except at special events held by the College. All state regulations regarding fishing apply. Included in these regulations is the requirement for anyone fishing with artificial bait to possess a North Carolina fishing license. Artificial bait is defined as any bait which cannot be digested.

## **Vehicle/Bicycle Provisions and Regulations**

**Bicycles:** For each bicycle owner's benefit, bicycles should be registered with the Campus Security Office as soon as possible. One registration covers the bicycle for the duration of a student's career at St. Andrews. Registration and decal may be obtained at no charge. Bikes should be kept locked at all times. Bicycle operators are reminded that pedestrians have the right of way. Bicycles are not to be ridden on the ramps and the upper level of the College Center. Bicycles are not to be ridden on the wheelchair ramps at the ends of the causewalk. Bicycles are not to be operated inside ANY building on campus. This also applies to skateboards. Storage of bicycles in public areas of buildings is prohibited. Persons operating a bicycle in violation of these rules will be fined \$5.00.

**Motor Vehicles:** The term *Motor Vehicle* includes motorcycles, motorbikes, and motor propelled conveyers except wheelchairs and the golf carts operated by the campus mail clerk and security.

1. No motorcycles, motorbikes, etc. are to be kept in or at the residence hall except:

a. Students residing on the East Side of campus, i.e. Albemarle, Wilmington, Granville, and Concord may park their motorbikes under the West overhang of Concord Hall.

b. Students residing on the West Side of campus, i.e. Mecklenburg, Orange, Winston-Salem, may park motorbikes under the North overhang of Winston-Salem Dorm.

Motorbikes must be pushed, not driven, to and from these parking areas.

2. All motor vehicles must be registered for each academic year



and registration decals must be displayed on the left side of the rear bumper. Vehicles must be registered within one (1) week after the official class registration date. The cost of registration of a vehicle is \$10.00. Any motor vehicle on campus after this time and not displaying a registration decal will be subject to a fine. If a student changes vehicles during a school year, a second decal may be obtained for a fee of \$5.00. Registration decals are not transferable from one vehicle to another or from one student to another.

The person in whose name a vehicle is registered is responsible for all violations in which that vehicle is involved. All traffic rules and regulations of the State of North Carolina apply to vehicle traffic on St. Andrews property.

The following rules and violation fines apply to all motor vehicles on St. Andrews Property:

1. Short-term parking (15 minutes) allowed at the yellow curb in the traffic circle in front of the College Center. Parking longer than the 15 minute limit will result in a \$1.00 fine. Parking at any other yellow curb for any length of time will result in a \$1.00 fine.

2. No parking is allowed at any time on the yellow curb along the P. E. side of the road going toward the Belk Center. This is also true of the Yellow curb on the Albemarle side of the street. Signs are posted along these areas. Violations will result in a fine of \$5.00.

3. The blocking of a wheelchair ramp will result in a \$5.00 fine for the first offense.

4. Non-disabled persons parking vehicles in spaces in the Liberal Arts parking lot that have been designated and marked as "Reserved for Physically Disabled" will result in a \$5.00 fine.

5. Parking an unauthorized vehicle in a reserved space will result in a \$1.00 fine.

6. No student vehicle shall be driven to or parked near a

residence hall or driven on a sidewalk or the grass without permission from either the Student Life Office or the Security Office. Vehicles must not block the ramps leading into the single story residence halls. Vehicles found in violation of this regulation will be subject to a \$50.00 fine. Second violation will result in a \$50.00 fine and a six week suspension of campus vehicle privileges.

7. First offense for speeding or careless and reckless driving will result in a \$15.00 fine. Second violation for this offense may result in a summons to regular District Court in Scotland County.

8. The causeway across the lake is for wheelchair, pedestrian and bicycle traffic only. No motor scooters, motorcycles, or autos are allowed in this area. Violations will result in a \$15.00 fine.

9. The service road leading from Dogwood Mile to the cafeteria is for deliveries and employee parking only. No student vehicles are allowed in this area. Violations will result in a \$5.00 fine.

10. No parking is allowed on or adjacent to the driveway to the Liberal Arts Building overhang. Vehicles parking here are subject to a \$5.00 fine.

11. With the exception of driving to a residence hall, all fines double after the first offense. After the third violation the campus vehicle privileges are subject to be withdrawn.

12. All tickets are to be paid at the Business Office.

13. Visitors who receive parking tickets should appeal at the Security Office, located in the Belk College Center.

Any student having a guest overnight who has a vehicle must obtain a temporary parking permit for their guest. These may be obtained from Campus Security without cost.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS AND THE COLLEGE**

### **St. Andrews Code of Responsibility**

The Faculty approves the Code with the proviso that any reading or interpretation of this code is null and void which is at variance with the By-laws of the Board of Trustees or the By-laws of the Faculty or the Student Constitution which the Faculty approves and that this qualification be published with any official report or publication of the faculty's approval of the Code.

*Statement adopted by the Faculty at the time of final approval of the Code of Responsibility, April 14, 1970.*

### **PREAMBLE:**

St. Andrews is a church-related, coeducational, residential, liberal arts college. It exists to liberate men and women socially, intellectually, and religiously. Its purpose is to develop men and women whose leadership and service are an expression of their critical, creative and disciplined minds and lives and of their humane concern. The effectiveness of such an educational process is determined by the quality of the total life of the college community.

The College recognizes that excessive conformity prevents community and forbids individuality. Similarly extreme individualism not only prevents individual growth, but denies the individual's responsibility for his brothers' good in the community. Therefore, the College endeavors to hold in meaningful and balanced tension both independence and inter-dependence. To give its members an opportunity for maturation it advocates freedom; to ensure the existence of a viable community it insists upon the exercise of responsibility. It believes that its educational purposes can best be accomplished in an atmosphere of responsible freedom and commitment rather than by means of superficial conformity to a set of detailed rules and prohibitions. It believes that responsible maturity is more likely to develop when each member of the community is both free and obligated

to struggle with principles of conduct and to accept full responsibility for his/her own actions and decisions.

To honor these commitments of St. Andrews, this Code is subscribed to and honored by the entire College community: Board of Trustees, administration, faculty and students. It is recognized that every particular will not apply equally to each of these segments of the College. Nevertheless, the spirit of the whole does apply, and each segment should embrace the particulars in ways appropriate to its conditions and needs.

**Honor System.** Each member of the College community is expected to subscribe to the St. Andrews Honor Code:

*"As a member of the Honor Community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews."*

**Academic Responsibility.** Students have the right to take reasoned exception to selected data or views offered in courses and to reserve judgement about matters of opinion. They are, therefore, protected against prejudicial or capricious evaluation. Professors have a responsibility to inform students concerning course expectations and criteria for performance evaluation and to maintain office hours for conferences with students who need counsel and advice regarding their progress in the course. Students are responsible, however, for learning the content of any course in which they are enrolled; and they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Knowledge of student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Members of the student body and members of the faculty should be protected from arbitrary curriculum changes (e.g. catalog changes, changes in major requirements), without following appropriate procedures.

**Academic and Disciplinary Records.** The College maintains one official copy of the student's academic record and one copy of his non-academic records. These records are confidential, and their contents are not revealed to others, with the exception of parents and guardians, without a written request from the student or a court order. Academic transcripts contain only academic data except that all withdrawals prior to graduation, voluntary or involuntary, are considered relevant and are recorded on the transcript. Upon the student's departure from the College only academic and official disciplinary records of legitimate courts are retained; all others are destroyed. The College will establish for each student a placement file in accordance with professional standards.

**Freedom of Expression and Assembly.** Members of the academic community and college organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the Institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Members of the academic community and all authorized college organizations should be allowed to invite and to hear any person of their own choosing, provided that the event and the speaker are properly scheduled by the Calendar Committee and that the occasion is conducted in a manner appropriate to an academic community. The Institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the Institution.

**Media.** The College newspaper, other publications, and campus broadcast media are recognized as valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. The quality of such output is expected to reflect the kind of intellec-



tual production normally associated with an academic community: intellectual integrity, judicious perception of the pros and cons of any position, rational argument and careful scholarship. They shall have freedom of expression within the context of the following limitations.

a. Recognition on the part of authors, editors and commentators that freedom entails corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, slander, impropriety, undocumented allegations, attacks on personal integrity, and the technique of harassment and innuendo.

b. The right of any person in the community who thinks that he or the College has been abused in any way mentioned to appeal to the proper authorities for redress; (1) if the author is a student, appeal to the Student Judiciary Court; (2) if the author is a professor, appeal to the Faculty Personnel Committee.

c. Recognition that if a person outside the College brings legal action against the College which results from statements made by a student in student media, the College may also bring charges against such a student to the Student Judiciary Court.

d. Each of the media will carry the statement that the opinions expressed by it are not necessarily those of the College.

**Personal Privacy and Safety.** Each person has a right to safety in his person and belongings, to privacy in his residence, to freedom from offensive, riotous, unruly or disruptive conduct on the part of others, and to the maintenance of an atmosphere conducive to study. Likewise, each person has the responsibility to help provide and protect this right for the other members of the community; and each person has a responsibility to respect the property of the College. It is the responsibility of the College to provide a security system to protect persons and property and cooperate with the Security Officers in the interest of community well-being.

The College reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation,



safety, and maintenance for the College plant. It also reserves the right to search a room for a specific purpose provided the following conditions are met: (a) that the reasons therefore and the objects or information sought have been clearly specified by or to the Dean of Students in writing, that this information is clearly specified in writing to all students involved, and kept on file; (b) that justifiable cause to conduct the search is found to exist by the Dean of Students; (c) that the student involved is present if possible during the search; (d) that the search is conducted by a member of the Student Life office, and the dorm president or vice-president or the suite leader of the involved suite. Since protection against improper search is important to student rights and freedoms, the dorm president or vice-president must agree that it is not possible for the student involved to be present, as specified in term (c) above, before a search is made.

**Alcoholic Beverages.** St. Andrews strongly disapproves the misuse of alcoholic beverages prevalent in our society and affirms, consistent with the frequently reiterated position of the church, the appropriateness of voluntary abstinence as the norm. The College will not tolerate alcoholic consumption which produces loss of self-control, abuse of the person or rights of others, excessive disturbance, or destruction of property. Such conduct is subject to disciplinary action. Compliance with local and state laws concerning the purchase, possession, transportation, and consumption of alcoholic beverages is expected.

**Drugs.** All local, state, and federal laws will be observed regarding the use, possession, and sale of drugs.

**Firearms.** The possession and use of firearms in a campus community constitutes a serious hazard. Therefore, the possession and use of firearms must be considered a privilege rather than a right, and will be permitted only under the most explicit conditions, the violation of which warrants appropriate disciplinary action.

**Financial Responsibility.** Members of the St. Andrews community are expected to demonstrate financial integrity and responsibility and to meet their financial commitments. The

College will serve neither as a collection agency for debts incurred elsewhere nor as a shelter from creditors. However, the College has a responsibility to inform a student of his/her indebtedness to the College in advance of his departure, and the student must remove such indebtedness in order to be graduated or to receive transcripts from the College.

**Disciplinary Action.** Members of the College community have the right to due process in matters involving disciplinary action. Such procedures for the student shall conform to the Joint Statement on Rights and Freedoms of Students VI. (omitting B.1 and V.B.) and for the faculty shall conform to the 1940 *Statement of Principles on Academic Freedom and Tenure*.

**Code Implementation and Amendment.** The Faculty and the Student Senate shall jointly assume responsibility to devise ways and means for this Code to become increasingly an expression of St. Andrews community life, to continue to review it for adequacy, and collectively to become the instrument by which future revisions are recommended to the Board of Trustees.

## **JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS**

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D.C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, implementation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to

regional accrediting agencies to seek embodiment of the new principles in standards of accreditation.

## **PREAMBLE**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

## **I. FREEDOM OF ACCESS TO HIGHER EDUCATION**

The admission policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such

a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

## VI.

### RESIDENTIAL ORGANIZATION

#### OFF-CAMPUS RESIDENCY

*As a residential liberal arts college, St. Andrews requires all students to live in the residence halls on campus unless they are either living with parents, guardian, or spouse or they have been granted permission by the Student Life Office to reside off-campus. In addition, all students residing on campus are required to be on the board plan with the college dining hall. Commensurate with these requirements, the College makes every effort to promote effective student learning and development beyond the traditional academic experience and into the everyday living environment of the residence halls.*

*Accordingly, any application for special permission to reside off-campus will be handled strictly on an individual basis. It should be noted, however, that very few such requests will be granted. Said applications with an accompanying written statement specifying significant reasons for moving off-campus should be submitted to the Director of Housing before June 1.*

The following information is intended primarily for residential students, on campus at college events however all students are expected to observe these guides. All students, including men and women not residing with parents, guardian, or spouse, are classified as residential students.

While Residence Hall Councils, Resident Directors, and Suite Leaders have primary responsibility and authority in maintaining an atmosphere conducive to study and personal growth in the residence halls, it is each student's responsibility to become involved in this endeavor. If conflicts arise, several early approaches to problem resolution are encouraged: a personal confrontation, a suite meeting, a hall council meeting or a conference with the Resident Director. In every instance, conversation should precede action, and, as in all disciplinary cases, the student's total academic and citizenship record will be



weighed against specific charges.

## **A. RESIDENT DIRECTOR(S) (RD)**

Each residence hall is supervised by a person (or persons) designated as Resident Director(s). The RD is a member of the Student Life Office Staff. Responsibilities range from managing the general affairs of the Hall to counseling and consulting with residential students individually and in groups. The Resident Director resides in an apartment located in the Hall and is available both during the day and in the evening to lend assistance whenever the need arises.

Conflicts which cannot be resolved by residents and/or suite leaders are to be brought to the RD for consultation. If, after conference with the RD, a behavioral problem persists, the RD can exercise the option of further discussion with the student(s) responsible or can refer the negligent person(s) to the appropriate judicial authority (Residence Hall Council or Student Court or Dean of Students) for adjudication.

## **B. SUITE LEADERS**

Elected by members of their respective suites each spring, suite leaders are responsible, self-motivated individuals who assist with problem solving situations in their suite. Each suite leader is a mediator in cases of roommate problems or other disputes among suite members. A suite leader holds regular monthly suite meetings, becomes involved in suite security, health, and fire safety programs, and serves as the primary communication channel between the suite and other campus bodies (i.e., Student Association, RHC, Student Life Office, etc.). Whenever possible, the suite leader keeps the suite informed of decisions made by the Student Association and the College. Additional suite leader expectations and responsibilities are posted in each suite lounge and are available in the Student Life Office.

## **C. SUITE LEADER ELECTION AND IMPEACHMENT PROCEDURES**

1. Suite leaders are to be elected by members of their suite. This



process helps to protect the rapport and trust which must be maintained between the leaders and suite members for the sake of effective leadership.

2. The election process is to include the following:
  - a. Each spring a residence hall meeting must be held **TEN DAYS** prior to the election.
  - b. At the meeting, the responsibilities, i.e., job description will be read, explained, and discussed.
  - c. The list of responsibilities will be distributed to the present suite leaders for posting in each suite, with copies available in the Resident Director's apartment.
  - d. The actual election process itself is also to be explained at the meeting.
3. Each nominee will submit to the RD a pledge statement, agreeing to carry out the responsibilities of the position of suite leader, if elected. All pledge statements are to be posted along with the slate of nominees in the residence halls.
4. There will be **ONE WEEK'S TIME (SEVEN DAYS)** between the posting of the nominees' names and the actual vote.
5. One member of a group composed of the RD, President, and Vice President of the residence hall must be present for each suite election to make sure the election process is followed, meaning that:
  - a. Voting is done by secret ballot.
  - b. The votes are counted at the suite meeting when the election takes place.
6. To impeach a suite leader, a list of grievances, signed by a two-thirds majority of the concerned suite, will be presented to the appropriate Residence Hall Council (RHC). The RHC will investigate the grievances and either vote by a two-thirds majority for the removal of the suite leader or waive the proposal. If the suite leader is removed, the suite will elect a new suite leader in accordance with the election guidelines above.
7. We feel it is unwise to ask a suite leader to be both a supportive representative of the suite and a policeperson acting as an

extension of the Student Life Office. Without intending adversarial positions, we view the suite leader as an elected representative of the suite. It should be clear that the suite leader functions as a community role model.

## **SPECIFIC REGULATIONS REGARDING CONDUCT IN AND USE OF RESIDENCE HALLS**

*(Note: The college reserves the right to assess appropriate fines for instances of disruptive or destructive behavior.)*

**COLLEGE PROPERTY** (furnishings, fixtures, facilities): Residence Hall furnishings and fixtures are not to be dismantled or relocated without the written permission of the Resident Director. A charge to store unused furnishings may be levied by the Student Life Office. There will be a fine if all furnishings are not in the room when the student checks out.

Loss of furniture should be reported to the Resident Director, as furniture value will be charged to the room, suite, or residence hall occupants until recovered. Furnishings may not be removed from suites, or main lounges. Students who move college-owned furnishings to their rooms or elsewhere without the approval of the Student Life Office will be required to return the furnishings to their proper locations and will be assessed a fine of \$25.

**COOKING, APPLIANCES, AND FOOD:** For health and safety reasons, cooking is not permitted in the residence halls. Only small closed coil, U.L. Seal of Approval, electrical appliances may be used in student rooms. ***UNDER NO CIRCUMSTANCES MAY COOKING APPLIANCES OR REFRIGERATORS BE USED IN BATHROOM FACILITIES.***

Refrigerators of less than 2.5 cubic feet are permitted, and rental units are available through the Physical Plant. Food kept in the residence hall must be stored in closed containers. All food utensils and food preparation devices must be cleaned immediately after use and not left in bathroom areas.

**EXPLOSIVES:** Possession of fireworks, firearms, explosives, or other dangerous weapons is in violation of College policy. Shooting of fireworks, either in the residence hall or in the vicinity thereof, will necessitate adjudication by the Student Faculty Hearing Court.

**FLAMMABLE ITEMS:** Decorative items, such as fishnets, parachutes, and other such flammable items should be fire-proofed.

**NOISE LEVEL:** Residents are expected to show consideration for others at all times and should avoid excessive noise. Residents are required to establish and maintain quiet hours.

**OVERNIGHT GUESTS:** Overnight guests **MUST** register with the Resident Director. All visitors staying longer than three nights must have permission in writing from the Director of Housing. A former student who is not in good standing with the College may not be a guest in a residence hall without permission from the Dean of Students.

## **PARTY GUIDELINES:**

### **a. Definition of Terms:**

**CLOSED EVENT:** An event (party, movie, etc.) which includes only members of the residence hall in which it is held.

**OPEN EVENT:** An event that is open to campus residents, off-campus students, or guests.

**PARTY PERMIT:** A written form that includes information on type and location of event and lists the names of those individuals who agree to sponsor and be responsible for the event. A party permit is required whether alcohol is served or not. The party permit may be obtained from the Student Life Office or the Residence Hall Director and filed as specified below.

### **b. Closed Events/Parties**

1. Closed Suite Party is a party that takes place in one suite and involves only residents of the hall in which it is held. The

members of said suite are responsible for clean-up and damages within that suite. Suite parties require the filing of a party permit for approval by the Resident Director.

2. A Multiple Suite or All-Residence Hall Party is open only to Hall members and requires the filing of a party permit for approval by the Resident Director. Approved permits must be registered with the Assistant Dean of Students.

### **c. Open Events/Parties**

1. Suite and Multiple Suite sponsored events or parties are open to individuals outside the residence hall and require that a party permit be approved by the Residence Director. An All-Residence Hall sponsored event or party that is open must have a party permit filed for approval with the Student Life Office.

2. The Student Life Committee strongly urges the use of Farrago for multiple suite or all-residence hall parties. In the use of Farrago or other campus buildings (aside from residence halls), the party permit must be filed for approval with the Assistant Dean of Students. This individual will be responsible for pre- and post-event arrangements.

3. Chartered organizations and the College Union Board must obtain a permit for approval from the Student Life Office which contains signatures of those responsible for said party/event and which designates the area and time in which the party will take place. The Student Life Committee urges the aforementioned to utilize Farrago for its functions.

### **d. Additional Party Guidelines**

1. A given residence hall may sponsor a party in or near the hall area or at Farrago provided student organizers and a faculty or staff person assume responsibility for the event as indicated in the party permit. In the event of failure to clean up after a party, or in a case where destruction of property or other detrimental behavior results, as determined by the proper representative of the Student Life Office, and where a guilty party is not determined, the persons whose signatures appear on the permit will be held responsible. Furthermore, money for damages will be taken from that residence hall's treasury.

2. Those student leaders, faculty, or staff members designated as advisors or responsible individuals for an event or party are required to attend the function and will be held accountable if need be.

3. Enforcement of these guidelines will rest with the Resident Director who will refer violations to the RHC. All other event/party violations involving campus-wide parties, CUB, or chartered organizations will be referred to the Student-Faculty Hearing Court.

4. The reasons for such a policy involve documentation, security, and freedom with responsibility.

5. The above policy will adhere to the state liquor laws concerning the use of alcohol and to those policies that specifically concern the St. Andrews community. Because it is illegal to provide alcohol to individuals under the age of 21, parties which provide such alcohol are prohibited.

**PERSONAL POSSESSIONS:** Students are responsible for all items in their possession. Residential students are urged to lock the doors to their rooms prior to leaving. Each student agrees that any personal effects, valuables, or other property left in the residence hall at the close of the academic year shall be considered abandoned property and may be retained or disposed of by the College.

**PETS:** Pets are not permitted. A \$25.00 fine will be imposed for each violation of this policy.

**ROOFS** (of all campus buildings): For the protection of lives and property, no one is permitted to use the roof of a campus building without prior approval from the Physical Plant Director. Violations will be subject to adjudication.

**ROOM/ROOMMATE CHANGE:** Students may change rooms or roommates after filing a request and receiving approval from the Resident Director and the Director of Housing. Copies of



this request form are available either in the Student Life Office or in the residence hall. Students wishing to change accommodations to a private room must submit a request and be placed on a waiting list. Students who change rooms without the approval of the Director of Housing will be fined \$25.00. This fine is applied to all persons occupying rooms other than those to which they have been specifically assigned by the Student Life Office. A student without a roommate (for whatever reason) must see the Director of Housing within 10 days to sign a statement indicating a desire to: (1) have the Housing Office make a new assignment, (2) choose a new roommate personally, (3) retain the room as a private room, if possible. Failure to follow this procedure will be understood as a statement of no preference and could result in the imposition of a private room charge. The Student Life Office retains final authority to make room and roommate assignments.

**DAMAGES:** In the event of damage to a room or its furnishings, the College will charge the cost of repair to the occupants of that room until responsibility for such damage is determined. **THE COST OF REPAIRS FOR DAMAGES TO OTHER AREAS OF THE RESIDENCE HALL WILL BE CHARGED TO THE APPROPRIATE SUITE OR TO ALL HALL RESIDENTS (OR DEDUCTED FROM HALL ACTIVITY FEES) UNTIL RESPONSIBILITY FOR SUCH DAMAGE IS DETERMINED.**

**ROOMENTRY AND/OR INSPECTION:** Authorized personnel have the right to enter any space or room in residence halls for the purpose of assuring fire prevention, health standards, safety, and maintenance. Normal maintenance procedures may require college employees to enter at various times during the year, including vacations. Normally, each Residence Hall is inspected at least once a month for a health, safety, and maintenance evaluation.

**ROOM SEARCH:** Specific policies concerning room search are covered in the "Personal Privacy and Safety" section of the St. Andrews Code of Responsibility (contained in this Handbook).



**ROOMS (PAINTING):** Permission to paint rooms must be secured from the Director of Housing.

**ROOMS (PRIVATE):** Private rooms may be available and the cost is extra. If a student's roommate moves elsewhere, the student who remains must find a new roommate or accept a new housing assignment by the Director of Housing. A request to retain the room as a private room must be filed separately by the remaining resident who will be assessed one and one half times the double room rate, if approved.

**SAFETY EQUIPMENT:** A resident will be subject to disciplinary action and termination of the housing contract for tampering with safety equipment in a residence hall or any other facility on campus.

**STORAGE:** Personal items are not to be stored in hallways, suite lounges, bathrooms, or in any public areas except storage areas designated by the Student Life Office. Items not properly stored may be confiscated and a fine levied.

**VEHICLES (BICYCLES OR MOTORIZED):** Bicycles or motor vehicles of any type (except for physically disabled persons' transportation), or parts thereof, are not permitted in the interior of a residence hall.

#### **VISITATION:**

a. Visitation hours in all suites will be 10:00 a.m. through 12:00 midnight, Sunday through Thursday, (Main residence hall lounges are exempt from this policy to allow for late night study groups) and 10:00 a.m. to 2:00 a.m. on Fridays and Saturdays. Visitation hours for Friday and Saturday can be extended to 3:00 a.m. upon request from a suite.

b. A suite wishing to amend its Friday and Saturday visitation hours may petition the Student Life Office for such amendment, provided that the petition is supported by an affirmative vote equal to three-fourths of the number of student residents in the suite taken by secret ballot no sooner than November 1st each year. Any arrangement of hours not exceeding 10:00 a.m. - 3:00

a.m. will be considered.

c. Any amendments in hours shall be in effect for the remainder of the academic year in which the amendment occurs, with all residences reverting to the basic hours at the beginning of each year.

d. Summer school hours shall be the same as the basic hours, with no provision for amendment.

e. It shall be the responsibility of the Student Life Committee to establish and to publish each year by October 1st the factors to be taken into account by the Student Life Office in considering a request for the amendment of visitation hours. This provision should not be taken to require the development by the committee of a detailed set of standards or a checklist, the achievement of which would automatically assure granting amended hours.

f. The Student Life Office shall present all requests for amendments and its intended response to the Student Life Committee prior to a final decision, so that the committee can review each situation to make certain that the evaluation factors which it has established have been applied, and to review the substance of the response as well. Immediately thereafter, the decision on the petition will be communicated in writing to the petitioning residence hall. Responses to a petition shall be made in not less than 10 days from the petition date.

g. Co-habitation is prohibited.

## **QUIET HOURS:**

a. Each Suite is to establish a "quiet hours" period between 6:30 pm and 12:00 midnight, Sunday through Thursday. A minimum 2 hour block is required.

b. Noise generated during the "quiet hours" must remain within the room in which it originates and not intrude upon any other room.

c. Once a suite has determined its "quiet hours," those hours should be posted conspicuously in the suite.

d. Quiet Hours will also be in force from midnight to 9:00 a.m. Sunday through Thursday and from 1:00 a.m. to 9:00 a.m. on Friday and Saturday.

**WATERBEDS:**

a. Before installation of a waterbed, the student must notify the residence hall president, the suite leader, and the Resident Director.

b. Before installation of the waterbed, the student must sign a statement accepting financial responsibility for any damage that may be caused by the waterbed.

## VII.

### STUDENT ORGANIZATIONS, CLUBS AND ACTIVITIES

#### Guidelines for Chartering an Organization

In considering the grant of a charter or a renewal, the following are the guidelines:

a. A charter application should be turned in to the Assistant Dean of Students

b. Each club or organization is to have an advisor from the faculty or staff of St. Andrews College

c. Bylaws are to be submitted with the application The Student Life Faculty Committee has developed a policy in regards to chartering any club or organization on campus, to ensure unity within the diversity of Student Activities.

*"The Student Life Faculty Committee does not grant charters to clubs or organizations whose functions would overlap with those of an already existing campus organization or academic program."* (November 29, 1943)

#### Renewal of Charters

Each year, every club and organization on campus except for those stated in the constitution of the Student Association are to apply for a renewal of their charter or for a new charter if they are being established for the first time. A charter is the official recognition by the college of a club or organization. The charter entitles the club to apply for funds from the Student Association Senate and from other college sources. It also entitles the club to be listed in college publications and to be included in events that give recognition to clubs and organizations such as the Fair held every year for Admitted Student's Weekend.

The Student Life Faculty Committee is the official college committee that grants all charters and renewal of charters. The Coordinator of Student Activities is the college administrator

who has oversight of the process. Each Spring, a letter is to be sent out to all clubs and organizations that their charters are to be renewed for the next year. The Assistant Dean of Students and the Chair of the Student Life Committee are to decide this date, so that the charters can be reviewed in time for recommendation by the Assistant Dean of Students to the committee for final approval. If a club or organization does not complete this process in the Spring, there is to be a second opportunity in the Fall so that the process is completed by the end of September. This deadline is to be adhered to so that the Senate of the Student Association can complete its allocation of funds to all chartered clubs and organizations who submit a budget request that is approved.

### **Advisor**

Advisors to student organizations are selected by the members of the organization. These appointments are subject to the approval of the Dean of the College and the Dean of Students. Advisors to student clubs serve in a non-voting capacity as official liaisons to the College administration and faculty.

### **Financial Business of Organizations and Clubs**

The Treasurer of the Student Association is solely responsible for all funds of the Student Association. No requisitions for funds of the Student Association will be accepted by the Business Office without authorization by the Treasurer. The treasurer receives proposed budgets from chartered organizations and clubs, submitted not less than one month prior to the end of the academic year, then formulates the budget. Final action on the proposed budget by the Student Life Committee and the Student Senate will be taken within one month after the beginning of the Fall Term. It is the organization's or club's responsibility to keep detailed financial records and submit monthly reports to the Student Association Treasurer for audit (as stated in Article IV, Section 4C of the Student Association Constitution).

### **Chartered Organizations**

The following is a list of chartered organizations and their

purposes. A list of officers is available from the Student Life Office or the Student Government Association Office in late September or October.

### **Honor Organizations**

**Alpha Chi** is a coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction.

**Beta, Beta, Beta** (Tri Beta) is a national honor society for Biology students with a three-fold program.

**Omicron Delta Epsilon** is a coeducational honor society in Economics.

**Phi Gama Mu** is an international honor society for men and women in the Social Sciences.

**St. Andrews Honor Society** includes all juniors and seniors enrolled during the Spring term who have earned an overall average of 3.50 or better on a minimum of 49 credits at St. Andrews.

### **Departmental and Interest Groups**

**Art Guild** is the student art organization on St. Andrews' campus

**Black Student Union** works to foster the idea of black identity, and to promote the true spirit of black unity.

**The Chess Club** is dedicated to the expansion of the game of chess at all levels.

**The Commuter Student Organization** (CSO) provides a link between off-campus students and the St. Andrews Community.

**The Debate Club** provides an experience in which students learn procedures for parliamentary debate.



**The Extravaganza Club** gives the campus as a whole the opportunity to contribute to the preparation of Extravaganza weekend.

**Health Science Club** supplies valuable information concerning health issues to all students especially those interested in health related careers.

**Highland Players** is the theatrical group on campus.

**Law Club** educates the community on the aspects of law.

**Lifeline Christian Fellowship** is an interdenominational student group committed to following Jesus Christ as Savior and Lord.

**Model United Nations** is a campus-wide organization open to any student who is interested in the structure and the affairs of the United Nations.

**North Carolina Student Legislature** works with the St. Andrews community on current issues and concerns for the benefit of the whole campus.

**Pax in Terra** is an educational organization committed to reducing the threat of nuclear war.

**Phi Beta Lamda** is a professional fraternity open to anyone interested in business.

**Psychology Club** promotes the interest of psychology and furthering the knowledge and application of psychology on the St. Andrews campus and in the community.

**Riding Council** is a group of selected advanced-level riders who have met high standards within the riding program.

**St. Andrews Chorale** enjoys singing a variety of music and strives for meaningful interpretation.

**St. Andrews Gospel Choir** is affiliated with the College Christian Union, and it praises God through songs.

**St. Andrews Radio Club** (WSAP) Totally student operated, WSAP strives to survive the glut of preprogrammed, patterned commercial stations.

**St. Andrews Young Republican Club** has a number of purposes including participation in state Young Republican decision making.

**Symposium** seeks to promote, and provide a forum for, intellectual inquiry into and discussion of intellectual issues.

## **VIII.**

# **STUDENT ASSOCIATION CONSTITUTION OF ST. ANDREWS PRESBYTERIAN COLLEGE**

### **PREAMBLE**

We the students of St. Andrews Presbyterian College, in order to form a legitimate system of self-governance, provide a forum for community concerns, encourage academic growth complemented by varied student activities, do ordain and establish this Constitution.

### **ARTICLE I. NAME**

This organization is to be known as the St. Andrews Student Association, hereinafter referred to as the Student Association.

### **ARTICLE II. MEMBERSHIP**

Every student at St. Andrews Presbyterian College is a member of the Student Association.

### **ARTICLE III. LEGISLATIVE DEPARTMENT**

#### **Section 1. The Student Senate**

The legislative power of the Student Association shall be vested in the Student Senate.

#### **Section 2. Membership, Terms of Office**

A) The Student Senate shall consist of the Vice-President of the Student Association, the President

and Vice-President of each residence hall, and two off-campus student representatives. A faculty advisor shall be elected by the Student Senate.

B) Terms of office in the Student Senate shall be one year in length and shall commence and end the third Tuesday in April of each year. Officers of the Senate, with the exception of the President, shall serve at the pleasure of the Student Senate.

C) The members and officers of the Legislative department must have, at the time they assume office, a 2.5 cumulative grade point average (cgpa) and not be on academic probation, and must maintain such cgpa throughout their term. If the cgpa of a member or officer falls below 2.5, or the person is on academic probation, then it is the responsibility of the member or officer to report the fact to the Judicial Committee and to tender, in conjunction with such report, the member's or officer's resignation. Failure to report a cgpa below 2.5 is considered an Honor Code violation which may subject the member or officer to disciplinary action as outlined herein.

### **Section 3. Officers**

The officers of the Student Senate shall be the President, President Pro Tempore, and Secretary.

A) The Vice President of the Student Association shall be the President of the Student Senate and shall be elected in a general election as prescribed in the Elections Bylaws of this Constitution. The President shall call for and preside over meetings of the Senate, oversee the administrative operations of the Senate, form agendas for all Senate meetings, appoint all committees and their chairs, and act as an ex-officio member on all Senate Committees. The President of the Senate shall serve as the Senate representative to the Cabinet.

B) The President Pro Tempore of the Senate shall be elected by the Senate at its first meeting. The President Pro Tempore shall serve in the absence of the President and shall assume the office of the Vice-President should the office be vacated.

C) The Secretary of the Senate shall be elected by the Senate from outside its membership upon the recommendation of the President of the Senate. The Secretary shall attend to all official correspondence of the Senate and maintain its files and archives.

#### **Section 4. Powers and Responsibilities**

The Student Senate shall have authority and responsibility as follows:

A) The Senate shall consider all questions of student welfare and general student interest, taking action as appropriate.

B) The Senate shall establish rules governing student life consistent with College policies and the provisions of this Constitution.

C) The Senate shall allocate Student Association funds to chartered student organizations and review monthly audits of Student Association accounts by the Treasurer.

D) The Senate shall establish and enforce its rules of procedure in accordance with the current edition of Robert's Rules of Order.

E) The Senate shall establish those committees necessary for the operation of the business of the Senate.

F) The Senate shall require reports from any officer of the Student Association and any chartered or subsidiary organization.

G) The Senate shall approve Senate committee appointments made by the President of the Senate by simple majority vote.

H) The Senate shall impeach any officer of the Student Association charged with and found guilty of misfeasance or non-feasance in office, with the concurrence of two-thirds of the Senators present and voting.

## **Section 5. Procedures**

A) The Senate shall normally meet weekly, with times and locations to be determined by the Senate. All Senate meetings shall be open to all members of the College Community unless the meeting is closed by a 3/4 vote of the Senate. Additional requirements for a closed meeting may be found in the Bylaws of the Student Senate.

B) All legislation of the Student Senate shall be categorized as follows:

1. Bills: this category shall include Laws, the budget, and organization charters which are subject to veto by the President of the Student Association;
2. Authorizations: this category shall include advising, ordering, or prescribing the method for an officer to fulfill some duty provided for in this Constitution, in the Bylaws, or by statute; any authorizations involving appropriations shall be subject to veto by the President of the Student Association.
3. Resolutions: this category shall include expressions of the sentiment of the Senate which are not subject to veto.

C) No bill shall become law unless it is introduced by a member of the Senate then read and passed by a majority vote of the Senate. All bills shall be referred



to the Student Association President within twenty-four hours of their passage.

D) A bill shall become law once it has been signed by the President of the Student Association and affirmed by the Student Life Committee. In order to veto a bill, the President of the Student Association must not sign it and present reasons for the veto to the President of the Senate within five school days after Senate passage of a bill. The Senate may override a Presidential veto by a two-thirds vote of its membership. If a bill is not acted upon by the President of the Student Association as previously stated, the bill shall automatically take effect as law pending affirmation by the Student Life Committee.

E) The President of the Student Association shall refer all legislation to the President of the College for appropriate administrative action.

F) Nothing in this Constitution or its Bylaws shall be construed to deny the right of any student to initiate legislation by petition, and the Senate may by law prescribe the procedure for the initiation of legislation.

G) The Senate shall not enact any legislation abridging the authority of the Trustees, Administration, or Faculty of the College.

## **ARTICLE IV. EXECUTIVE DEPARTMENT**

### **Section 1. The President: Election, Qualifications**

The executive power shall be vested in a President of the Student Association, who shall be elected according to procedures outlined in the Election Bylaws of this Constitution. A student must be a rising academic junior or senior to occupy the office.

## **Section 2. Powers and Responsibility of the President**

A) The President shall preside over the Cabinet and shall be responsible for the overall direction and organization of the Student Association.

B) The President from time to time shall give to the Student Senate information pertaining to the state of the Student Association, and shall recommend for its consideration such measures judged necessary and expedient.

C) The President, as the official representative of the Student Association, shall respond to actions taken or proposals made in areas of general student concern.

D) The President shall uphold all provisions of this Constitution, its Bylaws and the Laws of the Student Association, and shall oversee their faithful execution.

E) The President may call special meetings of the Student Senate.

F) The President may require a formal written interpretation from the Attorney General of any provision of the Constitution, its Bylaws, or of any charter, law of the Student Association, or administrative action, but final interpretation of all Constitutional questions shall rest with the Student-Faculty Appellate Court.

G) The President may appoint, with Cabinet approval, staff assistants or aides not provided for in this Constitution who shall serve at the pleasure of the President.

## **Section 3. The Cabinet: Membership, Duties, Powers, Terms of Office, Eligibility**

A) The Cabinet shall be composed of the President,

Vice-President, Attorney General, Student Defense Counsel, and Treasurer. These five officers shall appoint, within ten days of installation and subject to the approval of the Senate, three Cabinet-level officers: Secretary, Secretary for Student Services, and Secretary for Student Policy Coordination. Advisory representation shall be selected by the Cabinet.

B) The Cabinet shall aid in the coordination of student programs. It shall make recommendations to, ask opinions of, hear all College-related bodies, and implement student legislation.

C) The Cabinet shall present a monthly report to the Student Senate, briefly reporting the achievements and shortcomings of the Student Association. It also shall receive recommendations from the Senate on matters relating to the overall operation of the Student Association.

D) The Cabinet shall be authorized to issue, by 2/3 vote, executive orders prescribing the method for compliance with Student Association policy.

E) The Cabinet shall monitor all operating codes, Bylaws, and memberships of all student organizations.

F) The Cabinet shall appoint other executive committees required for the performance of the Constitutional duties assigned to the Executive Department.

G) Terms of office in the cabinet shall be one year in length and shall commence and end the third Tuesday of April each year with the exception of the Attorney General (refer to Article V, Section 4).

H) Members of the Cabinet and Cabinet-level officers must have, at the time they assume office, a 2.5 cumulative grade point average (cgpa) and not be on

academic probation, and must maintain such cgpa throughout their term. If the cgpa of a member or officer falls below 2.5, or the person is on academic probation, then it is the responsibility of the member or officer to report the fact to the Judicial Committee and to tender, in conjunction with such report, the member's or officer's resignation. Failure to report a cgpa below 2.5 is considered an Honor Code violation which may subject the member or officer to disciplinary action as outlined herein.

#### **Section 4. Cabinet Officers: Duties, Responsibilities**

A) The Vice-President, as head of the legislative department, shall oversee the faithful execution of all legislation adopted by this Student Association. It is the responsibility of the Vice-President to assist the President in the organization and direction of Student Association activities. The Vice-President shall assume the office of President in the absence of the President. Additional duties of the Vice-President are listed in Article III, Section 3, A)

B) The Attorney General, as the chief student judicial officer of the Student Association, shall advise the Cabinet on the status of the Judiciary Department. The Attorney General shall serve as legal counsel to the Cabinet, and may be asked to give opinions on constitutional interpretations. The Cabinet may direct the Attorney General to initiate action on behalf of the Student Association if the constitutionality of an action is in question.

C) The Treasurer shall be elected in a general election as prescribed in the Elections Bylaws and has jurisdiction over all financial affairs of the Student Association. The Treasurer shall advise the Cabinet on the financial status of the Student Association and all chartered organizations. Working in consultation with the President of the Student Association, the Treasurer shall submit a budget for

Senate consideration two weeks after the beginning of the fall term. The Treasurer shall conduct a monthly audit of each student organization and may freeze unencumbered Student Association funds with Cabinet approval.

D) The Secretary shall assist the President in keeping communication open between all members of the community. The Secretary shall maintain a file of each organization within the Student Association, holding Bylaws, Constitutions, and other important documents. The Secretary shall be responsible for the organization and maintenance of all other files in the Cabinet office.

E) The Secretary for Student Services shall aid in the coordination of student activities, and shall maintain and make available to all students a calendar of student activities.

F) The Secretary for Student Policy Coordination shall communicate the work of student members on committees established by the Faculty, Administration, or Student Government. This Cabinet officer shall also be responsible for communicating the position of the Student Association on issues of student concern.

G) The Student Defense Counsel, elected to act on behalf of individual members of the student body in judicial matters as representative counsel, shall provide student input and legal consultation to the cabinet concerning the students' rights and privileges within the judicial system of the student government.

## **ARTICLE V JUDICIAL DEPARTMENT**

### **Section 1. Authority**

The judicial powers of the Student Association shall be vested in Residence Hall Councils, the Student-Faculty Hearing Court, and the Student-Faculty Appellate Court. It is recognized that this judicial system is provided for by the faculty as stated in the Faculty By-Laws, Article VI, Section 3. As noted in that section, the ultimate authority rests with the President of the College as empowered by the Board of Trustees.

## **Section 2. Honor Code**

Each member of the community shall subscribe to the St. Andrews Honor Code: *"As a member of the Honor Community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews."*

## **Section 3. Student Rights and Responsibilities**

A) Students have the right to safety in their persons and belongings, to privacy in their residences, to be free from offensive, riotous, unruly, or disruptive behavior on the part of others, and to the maintenance of an atmosphere conducive to academic pursuits.

B) It is the responsibility of each student to respect and protect the property of the College. Furthermore, it is the duty of each student to report cases of persons inflicting damage to said property.

C) Each student has the right to due process in any disciplinary action, the right to counsel as specified in the Bylaws of this Constitution, the right to a just hearing without delay by the constituted board of the student's peers, the right to meet in person the accuser(s) at the hearing, the right to call any witness, the right to be present at the hearing until deliberation concerning the final decision begins, the right not to testify against oneself, the right to appeal to the appropriate judicial body, the right to



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refer judgement to the appropriate administration in lieu of the defendant's peers, and the right not to be tried twice for the same offense.

D) Students are free to examine and discuss all questions of interest to themselves, and to express opinions publicly in a manner appropriate to the College.

E) Students have the right to show their support for issues of general concern, provided that the regular and essential operations of the institution are not disrupted.

F) Students are allowed to invite and hear any person of their own choice, provided that the event is conducted in a manner appropriate to the St. Andrews community.

G) Every student is both free and obligated to struggle with principles of conduct and to accept full responsibility for the student's own actions and decisions consistent with the framework of this Constitution and College policies.

H) These and further rights are consistent with and guaranteed by the Joint Statement on Rights and Freedoms of Students and the St. Andrews Code of Responsibility.

I) No rights of a student shall be waived without the specific and direct written consent of the student.

*The Bylaws of the Student Association Constitution are available from each Resident Director, the Student Life Office and from the Student Association. The bylaws contain specific information on the following: Orientation Committee, Handbook Committee (Saltire), Summer Coordinators, / Graduation Committee, Elections Board Procedures, Residence Hall Elections, and the Judicial System Structures.*

# IX.

## COLLEGE INFORMATION

### Administration and Staff

<i>President of the College</i>	Thomas L. Reuschling	201
<i>Dean of the College</i>	Thomas Benson	240
<i>College Business Manager</i>	Harvie Jordan	276-8814 224
<i>Dean of Students</i>	Cynthia Greer	398
<i>Director of Admissions</i>	Margaret G. Crawford	673-0680 409
<i>Director of Financial Aid</i>	Sue Tanner	206
<i>Associate Dean of Academic Affairs and Registrar</i>	James F. Stephens	276-0146 221
<i>Athletic Director</i>	Gordy Scoles	276-6485 274
<i>College Librarian</i>	Elizabeth A. Holmes	276-7369 307
<i>Chief of Security</i>	Theiron Young	276-5856 408
	*in case of emergency	276-8767
<i>Director of Computer Services</i>		369
<i>Manager of the Bookstore</i>	Janet Schilling	308
<i>Director of Pate Hall</i>		
<i>Conference Center</i>	Patsy Webb	276-3662 425/249
<i>Director of Audio-Visual Aids</i>	Eugene Smith	276-7348 219

### Student Life Office Staff

<i>Dean of Students</i>	Cynthia Greer	398
<i>Assistant to the Dean of Students</i>	Patsy Webb	276-3662 249/425
<i>Director of Career Planning &amp; Placement</i>	Veronica Newman	803-479-6006 396
<i>Interim College Pastor</i>	Shirley Arnold	395
<i>Secretary</i>	Wini Gay	399
<i>Director of Health and Rehabilitation Services</i>	Rodger W. Decker	276-2063 213
<i>Director of Career and Personal Counseling Center</i>	Elbert Patton	276-7807 210
<i>Chief of Security</i>	Theiron Young	276-5856 408

## **Residence Hall Directors**

Albemarle	276-3661 420
Burris Hall/Highlands	276-9865 213
Concord Hall	276-3660 480
Granville Hall	276-3655 440
Mecklenburg Hall	276-3657 460
Orange Hall	276-3664 430
Wilmington Hall	276-3658 470
Winston-Salem Hall	276-3656 450

## **Student Association Officers 1988-89** (office ext. 236)

<i>President</i>	Howard Hall	497	Box 173
<i>Vice President</i>	Wendy Phillips	424	Box 411
<i>Attorney General</i>	Bobby Musengwa	494	Box 12
<i>Treasurer</i>	Steven Skinner	494	Box 649
<i>President of College</i>			
<i>Christian Union</i>	Charlene Carpenter	483	Box 90
<i>Vice-President CCU</i>	Margaret Rada	487	Box 735
<i>President of College</i>			
<i>Union Board</i>	Jock Wheeler	443	Box 544
<i>Vice-President CUB</i>	Paula Riojas	487	Box 58

## **X.**

### **WHOM TO SEE FOR WHAT**

#### **Animal**

1. Stables - President of the Riding Club.

#### **Bicycle**

1. Registering - Security Office, Belk Center, 408.
2. Theft of - Security Office, 408.

#### **Car**

1. Registration of - Security Office, Belk Center, 408

#### **Cashing Checks (must have social security card and student ID)**

1. Cashier's Office, 265.
2. Business Office, 222.
3. College Book Store (for amount of purchase only), 308.

#### **Club (chartering of)**

1. Chairperson of Student Life Committee
2. Assistant Dean of Students, 249

#### **Counseling (Career and Personal)**

1. Career Planning and Placement Office, Student Life Office, 396.
2. Career and Personal Counseling Center, 276-3162 or 210.
3. Assistant Dean of Students, 249.
4. Dean of Students, 398.

#### **Emergency**

1. Campus Security, Belk Center, 276-8767 or 408.
2. Laurinburg Police Department, 276-3211.
3. Laurinburg Fire Department, 276-1811.
4. Burris Health Center, 211.
5. Scotland Memorial Hospital, 276-2121.

#### **Financial Aid**

1. Director of Financial Aid, LA Building, 206.

**Graduate School Information**

1. Career Planning and Placement, Student Life Office, 397.
2. Career and Personal Counseling Center, 210 or 276-3162.

**Guests on Campus**

1. Residence Director
2. Assistant Dean of Students, 249

**Health Services**

1. Burris Health Center, 211 or 212.

**Honor Code Violation**

1. Attorney General of Student Association, 236.
2. Dean of Students, 398.

**Lost and Found**

1. Student Life Office, 397.
2. Business Office, 222.
3. Campus Security, 408.

**Off-Campus Housing Request**

1. Director of Housing, Student Life Office, 249.

**Parking or Traffic Tickets**

1. Campus Security, 408 or 276-8767.
2. Business Office, 222.

**Party Permits (See *Party Guidelines* on Pages 48-50)**

1. Residence Director
2. Assistant Dean of Students, 249

**Physical Education Facilities**

1. Athletic Office, 274.

**Publications**

1. *Cairn* (Literary Magazine)
2. *Dialogue* - Dean of Students, 398
3. *Lance* (Newspaper)
4. *Lamp and Shield* (Yearbook)

Publicity

1. *Lance* editor
2. College Relations Office, 374.
3. WSAP (campus radio station), 380.

Refrigerator Rental

1. Physical Plant, 341

Registrar's Office, L.A. Building, 221

Reserving Room on Campus

1. Avinger Auditorium - Registrar's Office, 221.
2. Belk College Center - Student Life Office, 397.
3. Cafeteria - Director of Food Services, 276-7849.
4. Farrago - Student Life Office, 397.
5. Gym - Athletic Office, 274.
6. L.A. Building - Registrar's Office, 221.
7. Morgan-Jones Science Building, Registrar's Office, 221.
8. Pate Hall Conference Center, 399 or 249.
9. Vardell Building - Registrar's Office, 221.

Residence Hall Problems

1. Suite Leader.
2. Residence Hall President or Vice-President
3. Residence Director
4. Assistant Dean of Students/Director of Housing 249

Room/Roommate Change

1. Residence Director
2. Director of Housing, 249.

Security (Campus)

1. Located in Belk College Center, 408 or 276-8767

Sell or Solicit on Campus

1. Business Office 223
2. Dean of Students, 398.

Transferring and Transfer Credits

1. Registrar's Office, L.A. Building, 221.



2. Admissions Office, L.A. Building, 388.

Transportation

1. Burris Health and Rehabilitation Center, 211 or 212.

Withdrawal from Class

1. Professor of the course, then
2. Faculty Advisor, then
3. Registrar, 221.

Withdrawal from the College

1. Faculty Advisor, then
2. Dean of Students, then
3. Registrar, then Residence Director

Working Off-Campus

1. Director of Career Planning and Placement, 396.

Working On-Campus

1. Director of Financial Aid, 206, Business Office, 222,
2. Director of Food Service, 276-7849

# XI.

## ST. ANDREWS PRESBYTERIAN COLLEGE TENTATIVE CALENDAR 1988-89

### FALL TERM

September 3-4	Saturday-Sunday	New Student Orientation
September 5	Monday	Fall Term Registration
September 6	Tuesday (8:00 a.m.)	Classes Begin
September 13	Tuesday (5:00 p.m.)	Last day to add a course for Fall Term
September 13	Tuesday (5:00 p.m.)	Last day to drop a course without a grade of 'W'
September 27	Tuesday (5:00 p.m.)	Early warning letters due
October 4	Tuesday (5:00 p.m.)	Spring Term & Summer grades of 'I' become 'F' if not removed
October 6	Thursday	Registration for off-campus Winter Term courses
October 7	Friday (5:35 p.m.)	Fall recess begins
October 12	Wednesday	Fall recess ends
October 18	Tuesday	Advanced Registration for Winter Term courses
October 19	Wednesday (5:00 p.m.)	Mid-Term grades due
November 1	Tuesday	First day to change grading option for a course
November 2	Wednesday (5:00 p.m.)	Last day to drop a course
November 14	Monday (5:00 p.m.)	Last day to change to pass-fail grading op-

November 14	Monday (5:00 p.m.)	tion Early warning letters due
November 15	Tuesday	Advanced Registration for Spring
November 22	Tuesday (5:35 p.m.)	Thanksgiving Recess begins
November 28	Monday (8:00 a.m.)	Thanksgiving Recess ends
December 5	Monday	Last class day of Fall Term
December 6,7, 8,9,10	Tues.,Wed., Thurs.,Fri.,Sat.	Fall Term Final Examinations
December 10	Saturday (5:00 p.m.)	Fall Term ends
December 10	Saturday (8:00 p.m.)	Residence Halls close
December 13	Tuesday	Fall Term grades due

## WINTER TERM

January 9	Monday (8:00 a.m.)	Winter Term begins
January 10	Tuesday (5:00 p.m.)	Last day to add a course for Winter Term
February 2	Thursday	Winter Term ends
February 10	Friday (5:00 p.m.)	Fall Term grades of 'I' become 'F' if not removed
February 10	Friday (4:00 p.m.)	Winter Term grades due

## SPRING TERM

February 6	Monday	Orientation of New Students
February 6	Monday	Spring Term Registration
February 7	Tuesday (8:00 a.m.)	Classes begin
February 14	Tuesday (5:00 p.m.)	Last day to add a course
February 14	Tuesday (5:00 p.m.)	Last day to drop a course without a grade of 'W'

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February 28	Tuesday (5:00 p.m.)	Early warning letters due
March 7	Tuesday (5:00 p.m.)	Winter Term grades of 'I' become 'F' if not removed
March 16	Thursday (5:00 p.m.)	Mid term grades due
March 17	Friday (5:35 p.m.)	Spring Recess begins
March 27	Monday (8:00 a.m.)	Spring Recess Ends
April 6	Thursday (5:00 p.m.)	Last day to drop a course
April 11	Tuesday (8:00 a.m.)	First day to change grading option for a course
April 17	Monday (5:00 p.m.)	Early Warning letters due
April 18	Tuesday	Advanced Registration for Fall Term 1988
April 25	Tuesday (5:00 p.m.)	Last day to change grading option for a course
May 9	Tuesday	Last class day of Spring Term
May 10	Wednesday	Study Day (No Classes)
May 10	Wednesday (12:00 Noon)	Senior grades due
May 11, 12, 13, 15, 16	Thurs., Fri., Sat. Monday, Tuesday	Spring Term Final Examinations
May 14	Sunday	Commencement
May 16	Tuesday (5:00 p.m.)	Spring Term ends
May 16	Tuesday (8:00 p.m.)	Residence Halls close for non-graduates
May 18	Thursday (12:00 Noon)	All Spring Grades due

## **SUMMER TERM**

June 26	Monday (8:00 a.m.)	Summer Session begins
July 28	Friday (5:30 p.m.)	Summer Session ends



*The Saltire*







*The Saltire*





**St. Andrews Presbyterian College**  
**Laurinburg, North Carolina**  
**28352**

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